

How to apply to WEM Cyber Call for
Secondments?

Applicants' User Guide

Contact

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How to apply to WEM Cyber Call for Secondments?

Applicants' User Guide

WEM Cyber Widening Excellence and Mentoring In Cybersecurity

CALL: HORIZON-WIDERA-2024-TALENTS-03

TYPE OF ACTION: HORIZON-CSA

STARTING DATE: 1 JANUARY 2026

DURATION: 36 MONTHS

COORDINATOR: BILISIM VADISI TEKNOPARK YONETICI AS

DATE

May 2026 M5

WORK PACKAGE

WP2

TASK

Task 2.1



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Organisation

Sploro

Sploro



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INTRODUCTION

This guide has been developed to support applicants to the academia-industry Secondments of the WEM Cyber project through SPLORO's Platform. It provides a clear overview of the main steps to access the platform, complete the form and submit the application. Screenshots and practical explanations are included to facilitate navigation and ensure a smooth user experience.

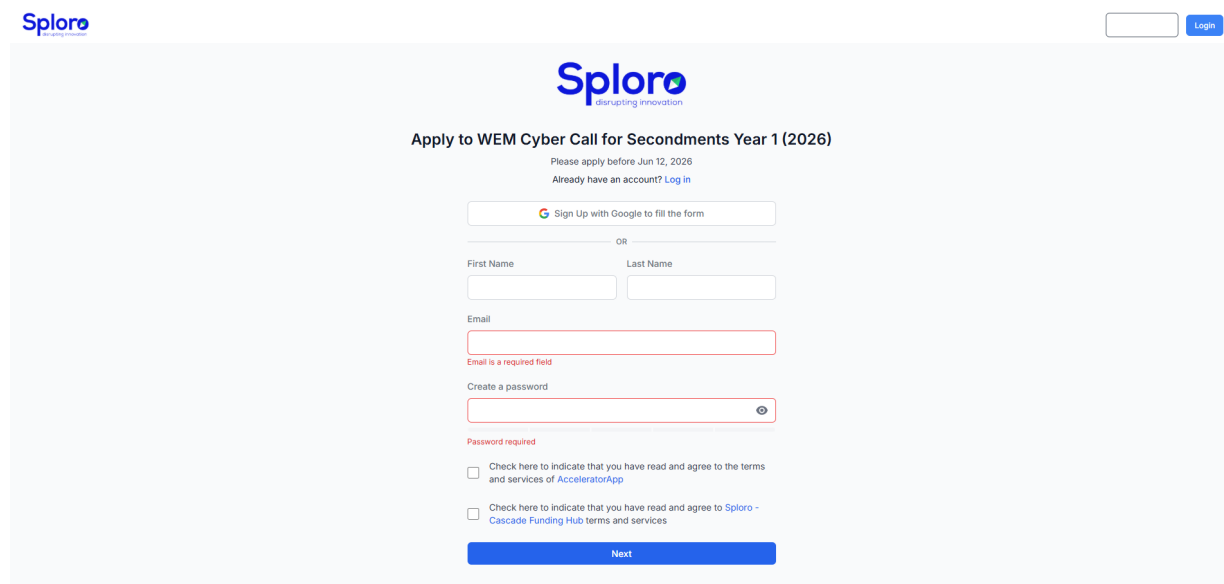
By following this guide, applicants will be able to:

- Create and access their SPLORO Platform account;
- Access and complete the Application Form;
- Save, review and submit their Application;
- Check if their Application has been submitted and received properly.

The objective of this guide is to ensure a user-friendly, and successful application process for all applicants applying to the Secondment programme.

1. FIRST TIME PLATFORM ACCESS

Applicants will access the platform for the first time by clicking the application link: <https://cascadefunding.sploro.eu/apply/program/wem-cyber-call-for-secondments-year-1-2026>



The screenshot shows the Sploro application form for WEM Cyber Call for Secondments Year 1 (2026). The form is titled "Apply to WEM Cyber Call for Secondments Year 1 (2026)" and includes a deadline of "Please apply before Jun 12, 2026". It features a "Sign Up with Google to fill the form" button, followed by "OR" and input fields for "First Name" and "Last Name". Below these are fields for "Email" (with a red border and "Email is a required field" error message) and "Create a password" (with a red border and "Password required" error message). At the bottom, there are two checkboxes for terms and conditions: "Check here to indicate that you have read and agree to the terms and services of AcceleratorApp" and "Check here to indicate that you have read and agree to Sploro - Cascade Funding Hub terms and services". A blue "Next" button is located at the bottom of the form.



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Applicants will have to sign up manually or through Google or log in if they already have an account on Sploro's Platform. Once they sign up or log in, they will access directly to the application form.

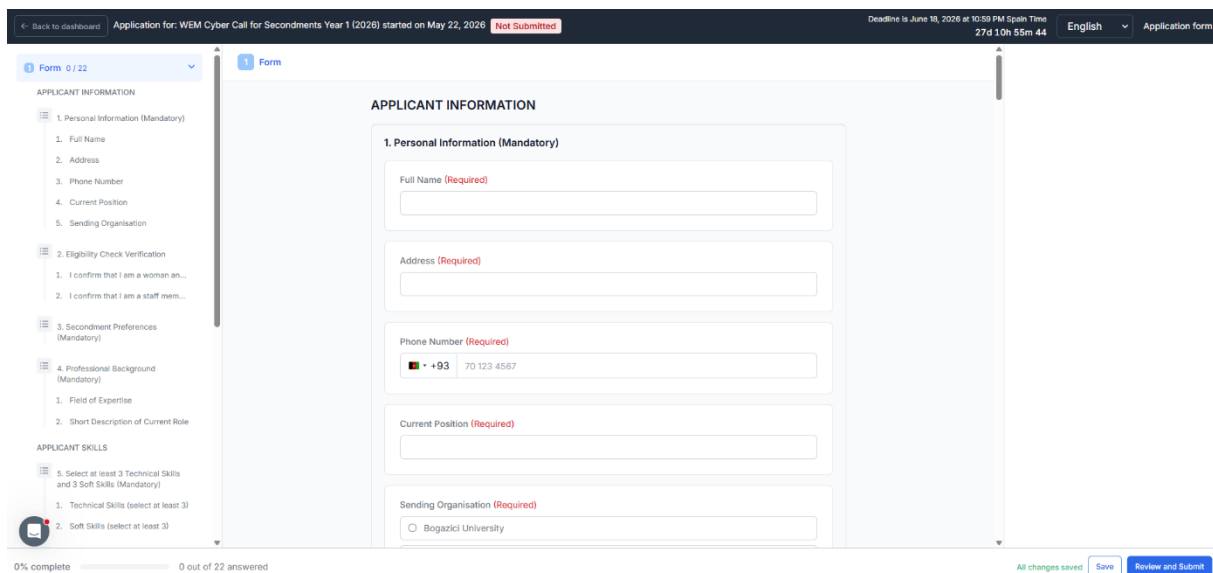
2. APPLICATION FORM

On the left side there is a menu where they can scroll through to check the sections and questions of the form.

On the top they can see the funnel they are applying to and a countdown for the closing date.

On the bottom, there is the progress bar and the "Save" and "Review and Submit" buttons.

On the main section of the screen there is the application form itself



2.1. Applicant Information

First, they'll have to provide their personal information.



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APPLICANT INFORMATION

1. Personal Information (Mandatory)

Full Name (Required)

Address (Required)

Phone Number (Required)

 +93 70 123 4567

Current Position (Required)

Sending Organisation (Required)

Bogazici University

University of Maribor

Vilnius Gediminas Technical University

UBITECH

Oninc Elektronik (Cyberware)

SphereTech

SecroMix

Cloudmetrik

Cyberwhiz



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Next, there are the eligibility check questions: gender and organisation affiliation.

2. Eligibility Check Verification

I confirm that I am a woman and that I meet the eligibility criterion related to gender for this call. **(Required)**

This call is launched under the WEM Cyber project, which aims to strengthen academia-industry collaboration in cybersecurity through secondments, with a specific focus on supporting women researchers and enhancing their career development opportunities. Therefore, only applications from women applicants will be accepted.

YES

NO

I confirm that I am a staff member from a Sending Organisation within WEM Cyber's consortium. **(Required)**

YES

NO

After the applicants have completed their personal information, they will go through their secondment preferences. The questions are customised to every applicant's depending on their sending organisation, their staff category, and their preferred hosting organisation.

First, if their Sending Organisation is a University (Bogacizi, Maribor or Vilnius Gedimias Technical) they will have to state their Staff Category: Academic or R&I Staff.

3. Secondment Preferences (Mandatory)

Questions on Secondment Preferences will be displayed after the Sending Organisation has been selected on the Personal Information section.

Staff Category of Secondees from Bogacizi University, University of Maribor or Vilnius Gedimias Technical University **(Required)**

Academic Staff (Researchers from higher education or research institutions participating in secondments)

R&I Staff (Administrative, managerial, and technical staff in universities supporting research and innovation activities within the project)



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And their Preferred Hosting Organisation, which will depend on their Sending Organisation and their Staff Category.

a) Example of question for a R&I Staff from a university.

Preferred Hosting Organisation for R&I Staff from Vilnius Gedimias Technical University. (Required)

- University of Maribor: Cybersecurity Education, Training, and Skills Development for Human-Centred Security.
- University of Pompeu Fabra: Post-quantum cryptography; PKI migration; PQ transition readiness.

b) Example of question for a Non-Academic staff from a private company (UBITECH, Oninc Elektronik (Cyberware), SphereTech, SecroMix, Cloudmetriz or CyberWhiz).

3. Secondment Preferences (Mandatory)

Questions on Secondment Preferences will be displayed after the Sending Organisation has been selected on the Personal Information section.

Preferred Hosting Organisation for Non-Academic Staff from UBITECH, Oninc Elektronik (Cyberware), SphereTech, SecroMix, Cloudmetriz or CyberWhiz. (Required)

- Bogacizi University: Cybersecurity Governance
- University of Maribor
- University of Pompeu Fabra: Post-quantum cryptography; KEM combiners; PKI migration.
- University of Toulouse
- Vilnius Gedimias Technical University

Then, if the Hosting Organisation they are applying to offers more than one topic, applicants will have to select their preferred research topic.

Preferred Research Topic for Academic Staff from Bogacizi University, University of Maribor and Vilnius Gedimias Technical University applying to UBITECH. (Required)

- AI-driven Cybersecurity & Data Analytics Researcher
- Research & Innovation Associate
- Software & Systems Development Associate



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Lastly, their preferred secondment format.

Preferred Secondment Format. (Required)

4 Months Continuous

Split Arrangement

Any

Finally, they will have to describe their professional background. For each field, a minimum of 35 words is required and a maximum of 350 is allowed. They have to keep in mind that they mustn't include any sensitive or identifying personal information, such as your name, surname, current organisation, country, address, or similar details, as this section will be used for the blind assessment.

4. Professional Background (Mandatory)

Note: Please do not include any sensitive or identifying personal information, such as your name, surname, current organisation, country, address, or similar details, as this section will be used for the blind assessment.

Field of Expertise (Required)

350 Words left

Short Description of Current Role (Required)

350 Words left



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2.2. Applicant Skills

On the applicant skills section a set of technical and soft skills will be available. At least three of each category has to be selected.

APPLICANT SKILLS

5. Select at least 3 Technical Skills and 3 Soft Skills (Mandatory)

Technical Skills (select at least 3) (Required)

- Information Security Governance & Risk Management
- Security Policies, Standards & Compliance
- Asset Management & Data Classification
- Access Control & Identity Management
- Network Security & Architecture
- Cryptography & Data Protection
- Incident Management & Response
- Business Continuity & Disaster Recovery
- Supply Chain & Third-Party Security
- Cloud Security
- AI & Emerging Technology Security
- OT/IoT Security & Zero Trust Architecture
- Privacy and Data Protection
- Cybersecurity Ethics
- Grant Writing & Proposal Development
- Research Methodology & Academic Writing
- Data Management & FAIR Data Principles
- GDPR Compliance & Data Protection Practices
- Project Management & Reporting (EU Projects)
- Monitoring, Evaluation & Impact Assessment
- Other, please specify



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Soft Skills (select at least 3) (Required)

- Communication & Stakeholder Engagement
- Leadership & Team Collaboration
- Problem-Solving & Critical Thinking
- Adaptability & Continuous Learning
- Business Acumen & Financial Literacy
- Creativity, Innovation & Vision
- Ethical Judgement & Professional Responsibility
- Networking & Stakeholder Mobilisation
- Risk Communication & Security Awareness
- Behavioural Understanding & Trust Building
- Time Management & Task Prioritisation
- Intercultural Communication
- Presentation & Public Speaking Skills
- Other, please specify

Then, it is mandatory to submit in PDF format their CV (maximum of 3 pages, recommended in Europass format) and a Motivation Letter (1 page maximum).

6. Application Documents (Mandatory)

CV (recommended Europass, maximum 3 pages) (Required)

Ningún archivo seleccionado

File type: pdf Max file size is 30MB

Motivation Letter (maximum 1 page) (Required)

Ningún archivo seleccionado

File type: pdf Max file size is 30MB



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Additionally, if applicants wish they can submit additional supporting documents.

7. Additional Supporting Documents (Optional)

ORCID ID (Optional)

Additional Supporting Documents (Optional)

Ningún archivo seleccionado

Max file size is 30MB

Also optionally, there is a section for additional comments on availability, special needs and any additional remarks (maximum 210 words).

8. Additional Comments

If you wish, you may use this section to provide any additional information related to your application. You may include comments under the following sub-headings if relevant: (Optional)

Availability.
Special Needs.
Additional Remarks.

210 Words left



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2.3. Declaration of Consent

DECLARATION OF CONSENT

DATA PROTECTION NOTICE FOR WEMCYBER SECONDEE APPLICANTS

1. Introduction
The WEMCYBER Project ("WEM Cyber — Women Empowerment in Cybersecurity for Widening Countries"), funded by the European Union's Horizon Europe programme (Grant Agreement No. 101216854), is committed to protecting your privacy. This notice explains how your personal data is processed during the secondment application and selection process.

2. Data Controllers and Processors
The WEMCYBER consortium members, coordinated by Bilişim Vadisi Teknopark Yönetici A.Ş. (Türkiye), act as joint controllers within the meaning of Article 26 GDPR with respect to the evaluation, selection, secondment management and reporting activities carried out under the WEMCYBER project.

SPLOTROTECH S.L. acts as a data processor on behalf of the joint controllers for the purpose of providing and operating the application management platform. For any data protection-related inquiries, you may contact: cco.wemcyber@bilisimvadisi.com.tr essential elements of the joint controller arrangement may be made available upon request.

3. Types of Data Collected
In accordance with the Data Management Plan (DMP), we collect and process the following categories of personal data:
- **Identification & Contact Data:** Full name, date of birth, nationality, gender, and contact details.
- **Professional Profile:** CV, academic degree, current institutional affiliation, and area of expertise.
- **Eligibility Evidence:** Data verifying your "staff member" status and your link to the sending institution, as required by Horizon Europe rules.
- **Application and Development Data:** Information contained in motivation letters, research plans, and Personalised Development Plan (PDP) objectives.

4. Purpose and Legal Basis for Processing
Your personal data is processed for evaluating eligibility for secondment, project management, and fulfilling reporting/audit obligations towards the REA and the European Commission. The legal bases are:
- **Article 6(1)(b) GDPR** – Performance of a contract or steps prior to a contract.
- **Article 6(1)(e) GDPR** – Performance of a task carried out in the public interest (scientific research).
- **Article 6(1)(a) GDPR** – Your consent, where applicable. Any processing of special categories of personal data will be based on **Article 9(2)(a)** (explicit consent) or **Article 9(2)(j)** (scientific research).

5. Ethics, Security, and Storage
- **Ethics:** Processing adheres to EU ethical principles; no data will be used for military applications.
- **Security:** Data is stored in secure project's Microsoft SharePoint account and Subcontractor's platform environments with role-based access controls and encryption.
- **Data Minimisation:** Personal data will be anonymized or aggregated for research analysis wherever possible.
- **Automated Decision-Making:** No automated decision-making or profiling is carried out.

6. Data Sharing and Recipients
Your application data will be shared with the WEM CYBER Selection Committee and relevant partners:
- **Academic Partners:** Boğaziçi Üniversitesi (BU), Vilniaus Gediminas Technical University (VT), University of Maribor (UM), University of Pompeu Fabra (UPF), University of Toulouse (UT).
- **Industrial & NGO Partners:** UBITECH, Women4Cyber (W4C),
- **Affiliated Entities:** SecroMix, SphereTech, Oninc ve Cyberware.
- **Subcontractor:** Sploro
- **EU Authorities:** The REA and the European Commission for monitoring, evaluation, and audit purposes.

Personal data will only be shared with the relevant consortium partners and evaluators on a need-to-know basis and to the extent necessary for the performance of their project tasks.

7. Re-Use of Data
The personal data collected and/or re-used within the scope of this project will be processed exclusively for purposes strictly related to the implementation and execution of the project activities.

Under no circumstances will the data be used for purposes that are unrelated to the project. In particular, the data will not be used for commercial purposes, marketing, or any independent research activities outside the context of this project.

Any further use of the data beyond the project context will only take place where a valid legal basis exists and, where required, after obtaining the explicit consent of the data subject.

8. International Data Transfers
Where personal data is transferred outside the EEA (including to Türkiye), such transfers are safeguarded through **Standard Contractual Clauses (SCCs)** and comply with the Turkish Law on the Protection of Personal Data (Law No. 6698).

9. Data Retention
- **Successful Applicants:** Data will be retained for the project duration plus **5 years** after the final payment for audit purposes.
- **Unsuccessful Applicants:** Data will be securely deleted within **5 years** after the final payment for audit purposes.
- **Research Outputs:** Non-personal outputs may be retained indefinitely in trusted repositories like **Zenodo**.

10. Your Rights and Complaints
You have the right to access, rectify, erase, or restrict the processing of your data. You may lodge a complaint with the **Turkish Data Protection Authority (KVKK)**, or another relevant EU authority.



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I confirm that I have read and understood the WEMCYBER Data Protection Notice. **(Required)**

YES

NO

I explicitly consent to the sharing of my personal data with consortium partners in Türkiye, Lithuania, Slovenia, Spain, Greece, Belgium and France for application evaluation and project implementation. **(Required)**

YES

NO

I understand that I must provide evidence of my "staff member" status to fulfill Horizon Europe eligibility criteria. **(Required)**

YES

NO

I consent to the processing of my data for the creation of a Personalized Development Plan (PDP) and for anonymized research outputs to be shared in open-access repositories (e.g., Zenodo). **(Required)**

YES

NO

I understand that my participation is voluntary and I may withdraw my consent at any time. **(Required)**

YES

NO

I consent to the sharing of my personal contact details with the relevant project partners and to being contacted through these details regarding my application and the secondment process. **(Required)**

YES

NO

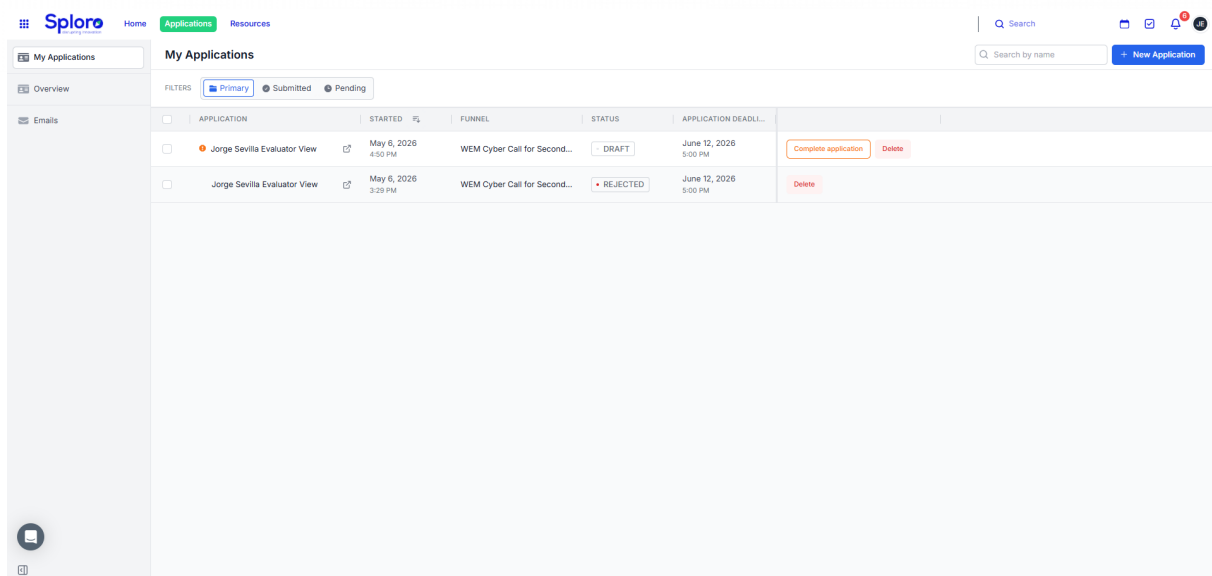


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3. APPLICATION SUBMISSION

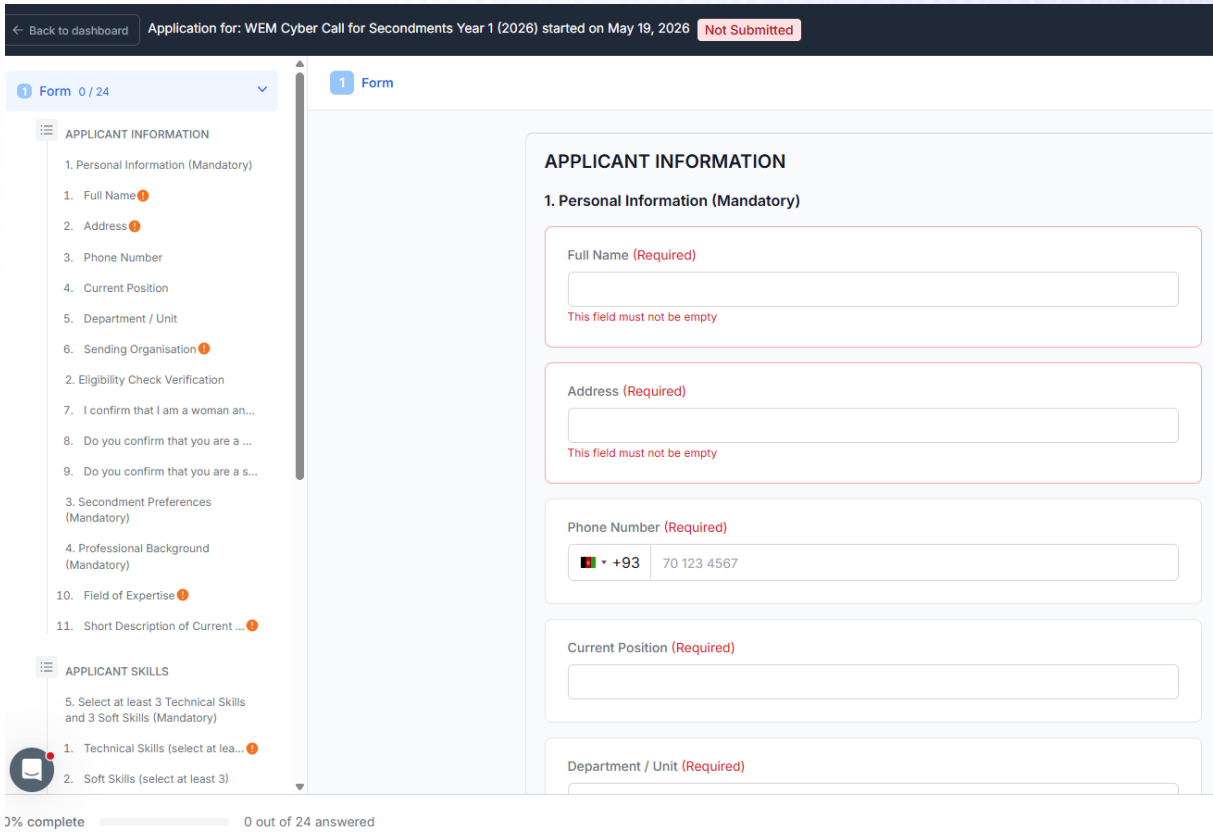
3.1. Save as draft

If they wish, applicants can start their application, save it and continue later. They will be able to access their application from the “My Applications” view clicking on “Complete Application”.



3.2. Review errors or missing fields

While completing the Application Form, applicants will see which fields are mandatory and will be warned that a certain field must not be left empty through two warning messages: on the question itself (red frame and a message asking for completion) and on the left hand menu (through orange dots next to the questions that must be completed).



← Back to dashboard Application for: WEM Cyber Call for Secondments Year 1 (2026) started on May 19, 2026 **Not Submitted**

1 Form 0 / 24

1 Form

APPLICANT INFORMATION

1. Personal Information (Mandatory)

- 1. Full Name !
- 2. Address !
- 3. Phone Number
- 4. Current Position
- 5. Department / Unit
- 6. Sending Organisation !

2. Eligibility Check Verification

- 7. I confirm that I am a woman an...
- 8. Do you confirm that you are a ...
- 9. Do you confirm that you are a s...

3. Secondment Preferences (Mandatory)

4. Professional Background (Mandatory)

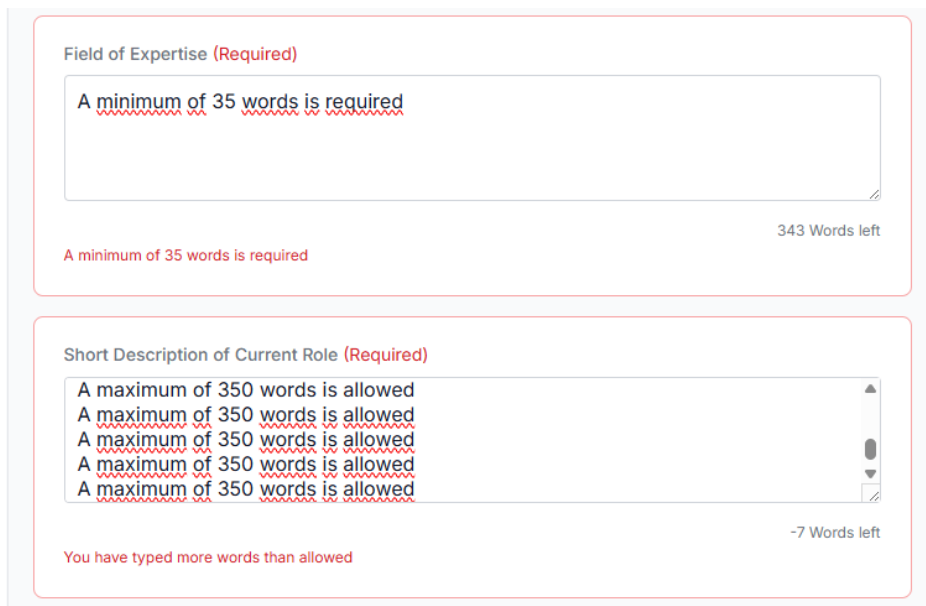
- 10. Field of Expertise !
- 11. Short Description of Current ... !

APPLICANT SKILLS

- 5. Select at least 3 Technical Skills and 3 Soft Skills (Mandatory)
- 1. Technical Skills (select at lea... !)
- 2. Soft Skills (select at least 3)

3% complete 0 out of 24 answered

Also, for those open questions with a word minimum a message will appear if the minimum hasn't been met or if the maximum has been exceeded.



Field of Expertise (Required)

A minimum of 35 words is required

343 Words left

A minimum of 35 words is required

Short Description of Current Role (Required)

A maximum of 350 words is allowed
A maximum of 350 words is allowed
A maximum of 350 words is allowed
A maximum of 350 words is allowed
A maximum of 350 words is allowed

-7 Words left

You have typed more words than allowed



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Also, they can double check it clicking on “Review and Submit”, a list with the errors and/or missing fields will appear.

21 question(s) left to answer or modify

List of errors and/or missing fields ▾

Full Name
This field must not be empty

Address
This field must not be empty

Phone Number
This is a required field

Current Position
This field must not be empty

Department / Unit
This field must not be empty

Sending Organisation
Please select an answer – it's required

I confirm that I am a woman and that I meet the eligibility criterion related to gender for this call.
Please select an answer – it's required

Do you confirm that you are a woman researcher or other R&I personnel?
Please select an answer – it's required

Do you confirm that you are a staff member from a Sending Organisation within WEM Cyber's consortium?
Please select an answer – it's required

Field of Expertise
A minimum of 35 words is required

Short Description of Current Role
You have typed more words than allowed

Technical Skills (select at least 3)
This field must have at least 3 items

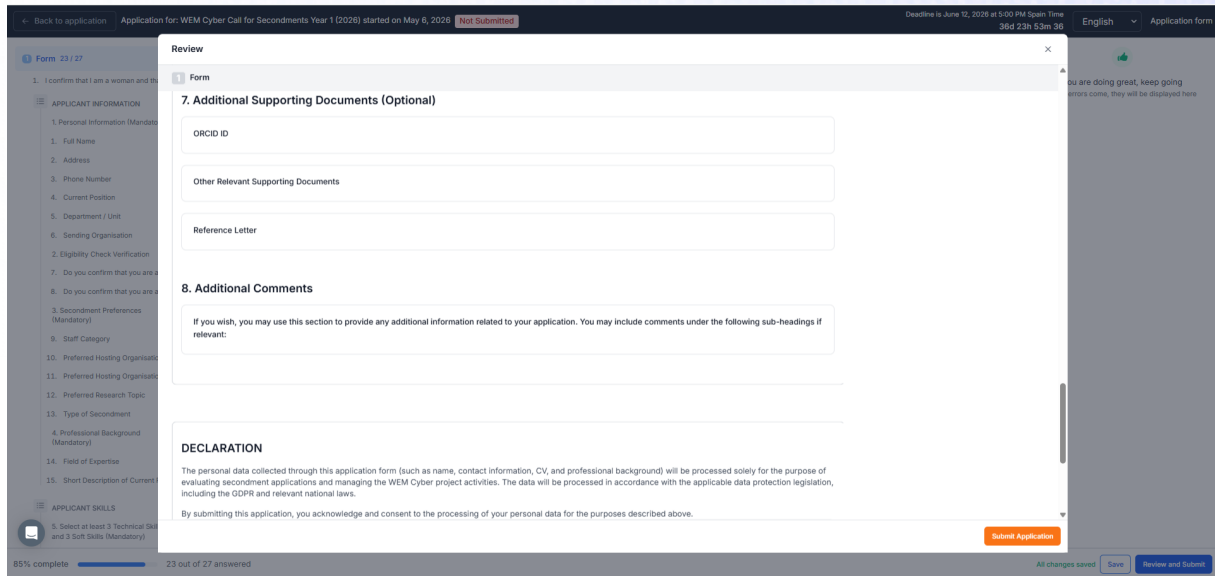
Soft Skills (select at least 2)

All changes saved

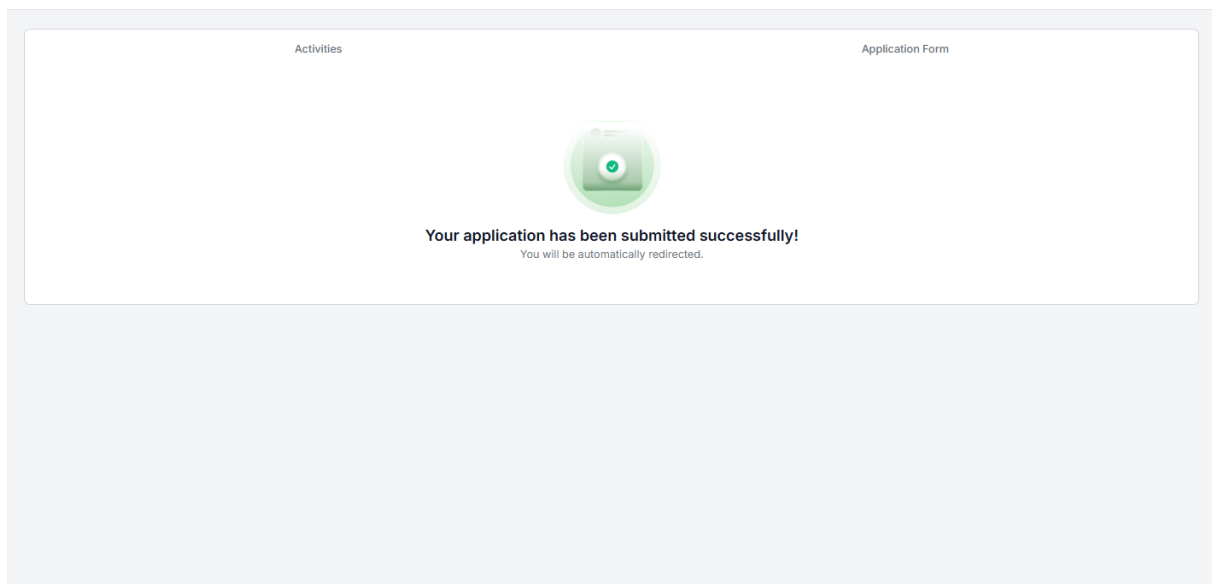
3.3. Review and submit

When they finish it, they must click on “Save” and then on “Review and Submit”. Applicants will be able to check their answers to the questions of the form before finally submitting their application.





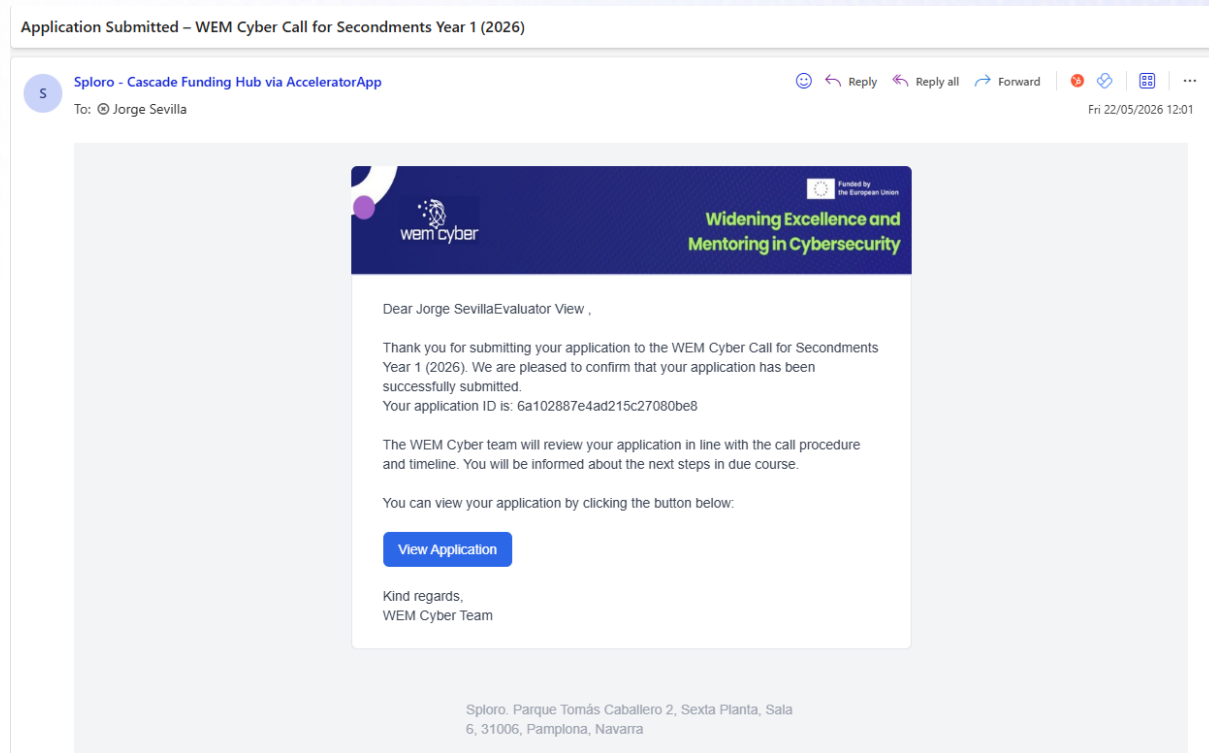
Once they click on “Submit Application” the application will be submitted, and this will be shown on the screen:



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Applicants will receive a confirmation e-mail with their unique application ID as well.



4. HELPDESK

In case applicants may have any doubt regarding the questions on the Application Form and programme-related questions, they should contact:

- coo.wemcyber@bilisimvadisi.com.tr

This e-mail address has been created ad-hoc by WEM Cyber's consortium to answer this kind of questions.

In the event of technical doubts or any incidences with the application platform, applicants should contact:

- jorge.sevilla@sploro.eu.

Additionally, applicants can ask to reopen their applications and reset them back to draft mode in case they may want to make any changes to their answers after submission. They will have to resubmit their application before the official deadline.

To do so, they should contact the technical helpdesk: jorge.sevilla@sploro.eu and CC coo.wemcyber@bilisimvadisi.com.tr.



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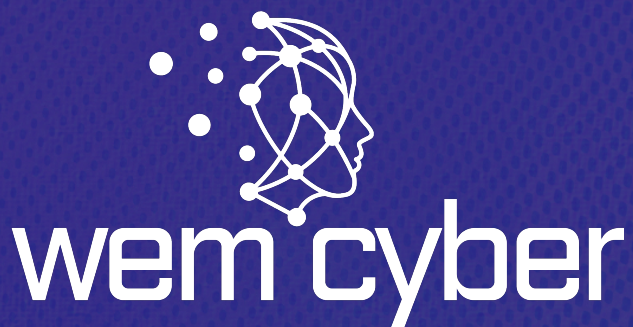
5. BEST PRACTICES

Applicants should take into account that the deadline for submission is as stated in the Guidelines for Applicants to the Call for Secondments. They should note that the submission platform's displayed time depends on the user's configured time zone and may or may not coincide with the official deadline time (this depends on the user, not the platform for submission). Any discrepancies between system time and the actual deadline will not be grounds for deadline extension.

To avoid any conflict with the submission deadline or any technical issues that may arise, applicants are encouraged to apply 24 to 48 hours before the closing date and time.



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Consortium



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